



# TASK AUTHORIZATION FORM FORMULAIRE D'AUTORISATION DE TÂCHES

## PART 1 (completed by the Technical/Project Authority) / PARTIE 1 (complété par le Responsable technique / Chargé du projet)

### A. General Information / Informations générales

Contract Number / Numéro du contrat :	47419-226879-002			
Contractor Name / Nom du Contracteur :	Adga Group Consultants Inc.			
Task Authorization (TA) No. / N° de l'autorisation de tâches (AT) :	Commitment No. / N° de l'engagement :	Financial Coding / Code financier :	Date of Issuance / Date d'émission :	Response required by / Réponse requise par :
2021001923	1000354869	190830030, 2001, 30700	January 5, 2021	January 8, 2021

### B. For Amendments Only / Aux fins de modification seulement

Amendment No. / N° de la modification :	
Reason for the Amendment / Raison pour la modification :	

### C. TA Requirements / Exigences relatives à l'AT

Required Resource(s) / Ressource(s) requise(s)

Category / Catégorie	Level / Niveau	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Linguistic Profile / Profile linguistique	Required Level(s) of Security / Niveau(x) de sécurité requis
Business Transformation Architect	3		English / Anglais	Secret

Statement of Work (tasks, deliverables, reports, etc.) / Énoncé des travaux (tâches, livrables, rapports, etc.)

STATEMENT OF WORK

1.0 TITLE

B.7 – Business Transformation Architect, Level 3

2.0 OBJECTIVE

The Canada Border Services Agency (CBSA) requires a variety of Information Management (IM)/Information Technology (IT) professional services resources with knowledge and experience supporting and assisting with Government of Canada business application, infrastructure and systems projects.

The purpose of these services is to augment capacity in the planning and execution of departmental IM/IT initiatives managed by the Information, Science and Technology Branch and the Traveller's Branch supporting the Traveller's Program, on an as and when required basis.

This Business Transformation Architect will provide advice, engage stakeholders and design Cloud-based governance processes.

3.0 BACKGROUND

CBSA is responsible for providing integrated services supporting national security and public safety priorities while facilitating the free flow of people and goods. CBSA manages this priority through its design, development, implementation and ongoing support of IM/IT tools and systems at the Agency, while maintaining the integrity and availability of all technology infrastructures and applications.

The Information, Science and Technology Branch (ISTB) provides technology leadership of corporate business applications and IT programs at CBSA. ISTB provides delivery of technology products, applications and services to meet business needs while investing in modern IT infrastructure to



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## FORMULAIRE D'AUTORISATION DE TÂCHES

maintain, build on and innovate current and future IM/IT Agency initiatives. The Traveller's Branch provides program, policy and project management oversight on the Traveller's Programs and its supporting IT projects.

The Travellers Program currently leverages more than 40 IT assets, many of which are mission critical systems, and allow the Agency to manage the flow of people at border entry points. The program includes major projects with Treasury Board oversight.

The key to successful project implementation is adherence to effective delivery principles and active communication. Working with various partners, such as Shared Services Canada (SSC), CBSA ensures all required IM/IT initiatives are strategically aligned with operational requirements and are delivered on time, on budget and in accordance with project objectives. CBSA is seeking IM/IT professional services on an as and when required basis to provide critical key support for these initiatives.

### 4.0 SCOPE OF THE WORK

The Contractor must complete the deliverables outlined in this statement of work through IM/IT professional services with the following resource category:

RESOURCE CATEGORY LEVEL OF EXPERTISE

B.7 Business Transformation Architect LEVEL 3

### 5.0 TASKS

Tasks may include, but will not be limited to the following:

- Analyze and develop business and technical success "critical success factors", dependencies and risks;
- Analyze and develop architecture requirements design, process development and process mapping;
- Be responsible for leading other functional staff to define business strategy and processes in support of transformation and change management activities;
- Be responsible for leading other functional staff to define cloud governance strategy and processes;
- Analyze and develop conceptual solution options in support of the priorities and business requirements;
- Provide recommendations for governance processes (Agile, Hybrid, other);
- Prepare, develop, and maintain governance process documents for:
  - o Cloud Intake processes;
  - o Cloud Application Modification processes;
  - o Cloud Operations processes;
  - o Cloud Service Management processes
- Validate governance processes with the various stakeholders described in the scope of work;
- Provide continuous improvement and scalability for Cloud governance processes;
- Provide assistance to all members of the governance teams;
- Create presentations and present to various stakeholders, and facilitate meetings and discussions;
- Collaborate with business and technical resources on related projects and enterprise initiatives;
- Develop conceptual and technical architectures and strategies to meet the business and application requirements;
- Ensure the integration of all aspects of technology solutions;
- Monitor industry trends to ensure that solutions fit with government and industry directions for technology;
- Provide support to business, applications and technical support in the proper application of existing infrastructure; and
- Coach, mentor and train the organization on any of the above.

Other tasks common to all work streams may include, but will not be limited to the following:

- Participate, collaborate and contribute in the various Governance working groups;
- Work with a variety of stakeholders, provide expert IM/IT best practice advice/solutions for Traveller's Program projects;
- Document business and governance processes, including but not limited to:
  - o Process Scopes;
  - o Process Description;
  - o Process Inputs/Outputs;
  - o Process Detailed Steps;
  - o RACI;
  - o Process decision-level making;
  - o Issue Log;
  - o Risk log
- Formulate and manage the IM/IT project plans by defining deliverables, identifying and providing resources, identifying key milestones, reviewing

# TASK AUTHORIZATION FORM

## FORMULAIRE D'AUTORISATION DE TÂCHES

project progress against milestones, and engaging ongoing risk management;

- Develop and maintain systems for the management and control of IM/IT requirements on projects in a manner compatible with client standards and guidelines. This includes communications and consultations with various stakeholders in the process;
- Provide monthly project progress reports;
- Coach, and mentor teams' members and users on best practices and provide knowledge transfer.
- Conduct stakeholder meetings; and,
- Work with project teams and other stakeholders, manage the IM/IT requirements on projects.

6.0 DELIVERABLES (List of expected deliverables to be produced or provided)

The Contractor will provide the following Deliverables:

Due Date

TBD by Technical Authority as needed

Status reports – weekly activity updates Weekly

Project Plan and Tracking Report – report of all projects / tasks created and updated as requested. Weekly (as required)

Cloud Governance Process – High level design: documentation of the processes and stakeholders priorities. Q3 2020

Cloud Governance Process – High-Level Presentation: MS-Powerpoint presentation of the stakeholders priorities and processes. Q4 2021

Cloud Governance Process – Detail-Level Design: documentation of the processes. Q3 2020

Cloud Governance Process – Detail-Level Documentation: details of the common processes. Q1 2021

Cloud Governance Process – Detail-Level Presentation: MS-Powerpoint presentation of the stakeholders priorities and processes. Q2 2021

Cloud Governance Process – Detail-Level Sub-Process Documentation: details of the common processes and sub-processes. Q3 2022

Deliverables must be submitted in hard and soft copies in the appropriate formats (e.g. MS Project or MS Office Suite applications) as identified in the TA. All electronic deliverables must comply with departmental software standards, currently MS Office Suite latest version. Where required, CBSA will provide the Contractor with the required forms and templates to meet these standards.

All documents developed and/or updated by each of the Contractor's resources must be provided to the Project Authority for review, approval, and signatures (as required).

7.0 CLIENT SUPPORT

The client will provide all documentation and information necessary for the Work.

8.0 LANGUAGE REQUIREMENTS

While proposed resources must be fluent in English, there may be a requirement for specific resources to be fluent in both official languages, which will be specified in the TA.

9.0 WORK LOCATION

The contractor must be willing and able to accept a flexible work arrangement, which may include any or all of the following:

- Shared cubicles when working on-site within the National Capital Region (NCR)
- Use of collaborative work spaces
- Working remotely off-site

CBSA will provide, subject to security requirements, and only to the specified resource personnel, access to identified database or applications residing on CBSA computers or networks for the sole purpose of executing tasks associated with this Contract. CBSA, at its sole discretion, will identify the nature and characteristics of such access.

10.0 TRAVEL

No travel related expenses or living expenses will be provided for travel to or from CBSA offices or sites within the NCR. The Contractor resources may be required to visit facilities site locations and construction sites outside the NCR.

Period of Services / Période de service:

Initial Start Date / Date de début initiale :

18-Jan-2021

Initial End Date / Date de fin initiale :

31-Jan-2023

# TASK AUTHORIZATION FORM

## FORMULAIRE D'AUTORISATION DE TÂCHES

Extended End Date (See Reason for the Amendment) / Date de fin prolongée (voir Raison pour la modification) :

☐ Option To Extend Initial End Date / Option pour prolonger la date de fin initiale

Travel Requirement(s) / Exigence(s) de voyage :

n/a

Work Location(s) / Lieu(x) de travail :

Within the National Capital Region on CBSA premises

### PART 2 (completed by the Contractor and/or the Technical/Project Authority) / PARTIE 2 (complété par le Contracteur et/ou le Responsable technique / Chargé du projet)

#### A. Contractor Resource(s) / Ressource(s) du Contracteur

Note: once approved, only the following resources may provide services under this TA. / Nota : une fois approuvée, seules les ressources suivantes peuvent fournir des services sous la présente AT.

Name / Nom	Category / Catégorie	Level / Niveau	Linguistic Profile / Profile linguistique	Level of Security / Niveau de sécurité	PWGSC Security File No. / N° du dossier de sécurité TPSGC
	Business Transformation Architect	3	English / Anglais	Secret	

#### B. Estimated Cost / Coût estimatif

Category / Catégorie	Level / Niveau	Per Diem Rate / Taux journalier	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Total Cost / Coût estimatif
<div><div>+</div><div>-</div></div> Business Transformation Architect	3			\$361,204.80
Estimated Cost / Coût estimatif				\$361,204.80
Total Estimated Travel and Living Cost / Coût total estimatif de voyage et de vie				\$0.00
Taxe % applied / % de taxes appliquées	13.000	Applicable Taxes / Taxes applicables		\$46,956.62
Total Estimated Cost / Coût total estimatif				\$408,161.42

### PART 3 - TA APPROVAL BY CANADA / PARTIE 3 - APPROBATION DE L'AT PAR LE CANADA



# TASK AUTHORIZATION FORM

## FORMULAIRE D'AUTORISATION DE TÂCHES

By signing this TA, the authorized client authority and/or the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the Contract.

En apposant sa signature sur l'AT, le client autorisé et/ou l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT est conforme aux conditions du contrat.

The client's authorization limit is . When the value of a TA and its amendments (including GST/HST) is in excess of this limit, the TA must be signed by the authorized client and forwarded to the PWGSC Contracting Authority for authorization.

La limite d'autorisation du client est . Lorsque la valeur de l'AT et ses modifications (incluant la TPS/TVH) dépasse cette limite, l'AT doit être signée par le client autorisé et transmise à l'autorité contractante de TPSGC pour autorisation.

Name of Authorized Client / Nom du client autorisé \_\_\_\_\_ Date \_\_\_\_\_

**NEWBURY RUSSELL** Digitally signed by NEWBURY RUSSELL  
Date: 2021.01.18 08:44:32 -05'00'

Signature

Name of Contracting Authority / Nom de l'autorité contractante \_\_\_\_\_ Date \_\_\_\_\_

Signature

### PART 4 - CONTRACTOR SIGNATURE / PARTIE 4 - SIGNATURE DU CONTRACTEUR

**Bruce Binette** Business Services Manager

Name and Title of individual authorized to sign on behalf of the Contractor / Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

DocuSigned by:

*Bruce Binette*

DB1217C87D1544B...

1/15/2021

Signature

Date



# TASK AUTHORIZATION FORM

## FORMULAIRE D'AUTORISATION DE TÂCHES

### PART 1 (completed by the Technical/Project Authority) / PARTIE 1 (completé par le Responsable technique / Chargé du projet)

#### A. General Information / Informations générales

Contract Number / Numéro du contrat : 47419-226879-002

Contractor Name / Nom du Contracteur : ADGA

Task Authorization (TA) No. / N° de l'autorisation de tâches (AT) :	Commitment No. / N° de l'engagement :	Financial Coding / Code financier :	Date of Issuance / Date d'émission :	Response required by / Réponse requise par :
	1000354869	190830030		

#### B. For Amendments Only / Aux fins de modification seulement

Amendment No. / N° de la modification :

Reason for the Amendment / Raison pour la modification :

#### C. TA Requirements / Exigences relatives à l'AT

Required Resource(s) / Ressource(s) requise(s)

Category / Catégorie	Level / Niveau	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Linguistic Profile / Profile linguistique	Required Level(s) of Security / Niveau(x) de sécurité requis	
Business Transformation Architect	3		English / Anglais	Secret	<div>+ -</div>

Statement of Work (tasks, deliverables, reports, etc.) / Énoncé des travaux (tâches, livrables, rapports, etc.)

See attached SOW

#### Period of Services / Période de service:

Initial Start Date / Date de début initiale : Jan 4, 2021 Initial End Date / Date de fin initiale : Jan 31, 2023

Extended End Date (See Reason for the Amendment) / Date de fin prolongée (voir Raison pour la modification) :

☐ Option To Extend Initial End Date / Option pour prolonger la date de fin initiale

Travel Requirement(s) / Exigence(s) de voyage :

Work Location(s) / Lieu(x) de travail :

### PART 2 (completed by the Contractor and/or the Technical/Project Authority) / PARTIE 2 (completé par le Contracteur et/ou le Responsable technique / Chargé du projet)

#### A. Contractor Resource(s) / Ressource(s) du Contracteur

Note: once approved, only the following resources may provide services under this TA. / Nota : une fois approuvée, seules les ressources suivantes peuvent fournir des services sous la présente AT.



# TASK AUTHORIZATION FORM

## FORMULAIRE D'AUTORISATION DE TÂCHES

Name / Nom	Category / Catégorie	Level / Niveau	Linguistic Profile / Profile linguistique	Level of Security / Niveau de sécurité	PWGSC Security File No. / N° du dossier de sécurité TPSGC	
	Business Transformation Architect	3	English / Anglais	Secret		<div>+</div> <div>-</div>

### B. Estimated Cost / Coût estimatif

Category / Catégorie		Level / Niveau	Per Diem Rate / Taux journalier	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Total Cost / Coût estimatif
<div><div>+</div><div>-</div></div>	Business Transformation Architect	3			\$361,204.80
Estimated Cost / Coût estimatif					\$361,204.80
Total Estimated Travel and Living Cost / Coût total estimatif de voyage et de vie					\$0.00
Taxe % applied / % de taxes appliquées	13.000	Applicable Taxes / Taxes applicables			\$46,956.62
Total Estimated Cost / Coût total estimatif					\$408,161.42

### PART 3 - TA APPROVAL BY CANADA / PARTIE 3 - APPROBATION DE L'AT PAR LE CANADA

By signing this TA, the authorized client authority and/or the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the Contract.

En apposant sa signature sur l'AT, le client autorisé et/ou l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT est conforme aux conditions du contrat.

The client's authorization limit is . When the value of a TA and its amendments (including GST/HST) is in excess of this limit, the TA must be signed by the authorized client and forwarded to the PWGSC Contracting Authority for authorization.

La limite d'autorisation du client est . Lorsque la valeur de l'AT et ses modifications (incluant la TPS/TVH) dépasse cette limite, l'AT doit être signée par le client autorisé et transmise à l'autorité contractante de TPSGC pour autorisation.

Name of Authorized Client / Nom du client autorisé \_\_\_\_\_ Date \_\_\_\_\_

Name of Contracting Authority / Nom de l'autorité contractante \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

### PART 4 - CONTRACTOR SIGNATURE / PARTIE 4 - SIGNATURE DU CONTRACTEUR

Name and Title of individual authorized to sign on behalf of the Contractor / Nom et titre de la personne autorisée à signer au nom de l'entrepreneur \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

## TASK AUTHORIZATION FORM FORMULAIRE D'AUTORISATION DE TÂCHES

### PART 1 (completed by the Technical/Project Authority) / PARTIE 1 (complété par le Responsable technique / Chargé du projet)

#### A. General Information / Informations générales

Contract Number / Numéro du contrat : <b>47419-226879-002</b>				
Contractor Name / Nom du Contracteur : <b>Adga Group Consultants Inc.</b>				
Task Authorization (TA) No. N° de l'autorisation de tâches (AT) :	Commitment No. N° de l'engagement :	Financial Coding Code financier :	Date of Issuance Date d'émission :	Response required by Réponse requise d'ici le :
<b>2021001923</b>	<b>1000354869</b>	190830030, 2001, 30700	January 5, 2021	January 8, 2021

#### B. For Amendments Only / Aux fins de modification seulement

Amendment No. / N° de la modification :

Reason for the Amendment / Raison pour la modification :

#### C. TA Requirements / Exigences relatives à l'AT

Required Resource(s) / Ressource(s) requise(s)

Category and Level Catégorie et Niveau	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Linguistic Profile / Profil linguistique	Required Level(s) of Security / Niveau(x) de sécurité requis
Business Transformation Architect Level 3		English / Anglais	Secret

Work is to be performed in accordance with Annex A (Statement of Work).

See attached / Voir pièce jointe

#### Period of Services / Période de service:

Initial Start Date / Date de début initiale :	<b>18-Jan-2021</b>	Initial End Date / Date de fin initiale :	<b>31-Jan-2023</b>
Extended End Date (See Reason for the Amendment) / Date de fin prolongée (voir Raison pour la modification):			
<input type="checkbox"/> Option To Extend Initial End Date / Option pour prolonger la date de fin initiale			
Optional End Date(s) / Date(s) de fin optionnelle(s)		Status / Statut	
		<input type="radio"/> In Effect / en vigueur	
Travel Requirement(s) / Exigence(s) de voyage : n/a			
Work Location(s) / Lieu(x) de travail :		Within the National Capital Region on CBSA premises	

### PART 2 (completed by the Contractor and/or the Technical/Project Authority) / PARTIE 2 (complété par le Contracteur et/ou le Responsable technique / Chargé du projet)

#### Contractor Resource(s) and Estimated Cost / Ressource(s) du Contracteur et Coût total estimatif

Note: once approved, only the following resources may provide services under this TA. / Nota : une fois approuvée, seules les ressources suivantes peuvent fournir des services sous la présente AT

Name / Nom Category and Level / Catégorie et Niveau	PWGSC Security File No. / N° du dossier de sécurité TPSGC	Linguistic Profile / Profil linguistique	Per Diem Rate / Taux journalier	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Total Estimated Cost / Coût total estimatif
/Business Transformation Architect		English / Anglais			\$361,204.80
Estimated Cost / Coût estimatif					\$361,204.80
Total Estimated Travel and Living Cost / Coût total estimatif de voyage et de vie					\$0.00
Total Estimated Cost / Coût total estimatif					\$361,204.80
Applicable Tax / Taxe					\$46,956.62
Total Estimated Cost With Tax / Coût total estimatif avec taxe					\$408,161.42
Check applicable Basis of Payment / Cocher la Base de Paiement applicable :		Maximum Price / Prix Maximum :	<input type="checkbox"/>	Firm Price / Prix Ferme :	<input type="checkbox"/>



PART 3 - TA APPROVAL BY CANADA / PARTIE 3 - APPROBATION DE L'AT PAR LE CANADA

By signing this TA, the authorized client authority and/or the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the Contract.		En apposant sa signature sur l'AT, le client autorisé et/ou l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT est conforme aux conditions du contrat.	
The client's authorization limit is \$300,000.00. When the value of a TA and its amendments (excluding Applicable Taxes) is in excess of this limit, the TA must be signed by the authorized client and forwarded to the PWGSC Contracting Authority for authorization.		La limite d'autorisation du client est 300,000.00 \$. Lorsque la valeur de l'AT et ses modifications (excluant les taxes applicables) dépasse cette limite, l'AT doit être signée par le client autorisé et transmise à l'autorité contractante de TPSGC pour autorisation.	
Name of Technical Authority / Nom de l'autorité technique		Name of Contracting Authority / Nom de l'autorité contractante	
Date		Date	
Signature		Signature	

PART 4 - CONTRACTOR SIGNATURE / PARTIE 4 - SIGNATURE DU CONTRACTEUR

Name and Title of individual authorized to sign on behalf of the Contractor / Nom et titre Signature de la personne autorisée à signer au nom de l'entrepreneur		Signature	Date
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## FORMULAIRE D'AUTORISATION DE TÂCHES

**PART 1** (completed by the Technical/Project Authority) / **PARTIE 1** (complété par le Responsable technique / Chargé du projet)

### A. General Information / Informations générales

Contract Number / Numéro du contrat : 47419-226879-001				
Contractor Name / Nom du Contracteur : TPG				
Task Authorization (TA) No. / N° de l'autorisation de tâches (AT) :	Commitment No. / N° de l'engagement :	Financial Coding / Code financier :	Date of Issuance / Date d'émission :	Response required by / Réponse requise par :
2021002236	1000355810	181382000, 2001, 10400	January 28, 2021	February 1, 2021

### B. For Amendments Only / Aux fins de modification seulement

Amendment No. / N° de la modification :	
Reason for the Amendment / Raison pour la modification :	

### C. TA Requirements / Exigences relatives à l'AT

Required Resource(s) / Ressource(s) requise(s)

Category / Catégorie	Level / Niveau	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Linguistic Profile / Profile linguistique	Required Level(s) of Security / Niveau(x) de sécurité requis	
Business Analyst	3		English / Anglais	Secret	+
					-

Statement of Work (tasks, deliverables, reports, etc.) / Énoncé des travaux (tâches, livrables, rapports, etc.)

#### STATEMENT OF WORK

##### 1.0 TITLE

B.1 – Business Analyst, Level 3

##### 2.0 OBJECTIVE

The Canada Border Services Agency (CBSA) requires a variety of Information Management (IM)/Information Technology (IT) professional services resources with knowledge and experience supporting and assisting with Government of Canada business application, infrastructure and systems projects.

The purpose of these services is to augment capacity in the planning and execution of departmental IM/IT initiatives managed by the Information, Science and Technology Branch and the Traveller's Branch supporting the Traveller's Program, on an as and when required basis.

IM/IT expertise and support services are required to provide expert level advice and thought leadership in specific technologies, processes, applications, and integrated programs interdepartmentally and with other stakeholders accountable for IM/IT initiatives. This includes, but is not limited to, implementation suggestions, identification of road maps for way forward, expertise/guidance on evolving technologies/mandates and risk initiatives, and IM/IT professional services on critical business application, infrastructure and systems on an as and when required basis. This will ensure a third party independent view required to provide feedback, monitoring and expertise/recommendations to ensure the technology component of projects progresses as required.



# TASK AUTHORIZATION FORM

## FORMULAIRE D'AUTORISATION DE TÂCHES

### 3.0 BACKGROUND

CBSA is responsible for providing integrated services supporting national security and public safety priorities while facilitating the free flow of people and goods. CBSA manages this priority through its design, development, implementation and ongoing support of IM/IT tools and systems at the Agency, while maintaining the integrity and availability of all technology infrastructures and applications. The Information, Science and Technology Branch (ISTB) provides technology leadership of corporate business applications and IT programs at CBSA. ISTB provides delivery of technology products, applications and services to meet business needs while investing in modern IT infrastructure to maintain, build on and innovate current and future IM/IT Agency initiatives. The Traveller's Branch provides program, policy and project management oversight on the Traveller's Programs and its supporting IT projects.

The Travellers Program currently leverages more than 40 IT assets, many of which are mission critical systems, and allow the Agency to manage the flow of people at border entry points. The program includes major projects with Treasury Board oversight.

The key to successful project implementation is adherence to effective delivery principles and active communication. Working with various partners, such as Shared Services Canada (SSC), CBSA ensures all required IM/IT initiatives are strategically aligned with operational requirements and are delivered on time and on budget. CBSA is seeking IM/IT professional services on an as and when required basis to ensure that the project product or service meets the business needs and objectives.

### 4.0 SCOPE OF THE WORK

The contractor must provide business analysis services on an as and when required basis in the National Capital Region (NCR) as initiated through Task Authorizations. Projects may be in any of the following stages: inception, identification, in the midst of work, or delivery.

### 5.0 TASKS

Tasks may include, but will not be limited to the following:

- Develop and document Business Requirements Documents, Business Use Cases, Business Requirements Traceability Matrices and other related requirement documentation;
- b) Perform business analysis of existing and proposed business processes to determine and document functional requirements, non-functional requirements, business information objects, decisions flows, etc.;
- Lead business requirements gathering sessions with stakeholders;
- Establish acceptance test criteria and support user testing;
- Support and use of the CBSA's business analysis methodologies and products;
- Participate in change impact analysis and change management activities;
- Perform impact analysis of project changes;
- Collaborate with business and technical architecture resources on related projects;
- Coach, mentor and train the organization to perform any of the above; and,
- Support and use the selected departmental methodologies (e.g. SLMF).

Other common tasks may include, but will not be limited to the following:

- Work with a variety of stakeholders, provide expert IM/IT best practice advice/solutions for Traveller's Program projects;
- Provide IM/IT documentation such as Statement of Requirements (SOR), project plans, feasibility reports, schedules, project management plans, risk management plans and lessons learned;
- Develop and maintain systems for the management and control of IM/IT requirements on projects in a manner compatible with client standards and guidelines. This includes communications and consultations with various stakeholders in the process;
- Support the Project Authority to oversee the change management process for IM/IT requirements;
- Provide monthly project progress reports;
- Coach, and mentor teams' members and users on best practices and provide knowledge transfer.
- Conduct stakeholder meetings; and
- Work with project teams and other stakeholders, manage the IM/IT requirements on projects.

### 6.0 DELIVERABLES

Deliverables may include, but will not be limited to the following:



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## FORMULAIRE D'AUTORISATION DE TÂCHES

- Business Requirements Documents
- Business Requirements Traceability Matrix
- Business Use Cases;
- User Stories;
- Test Plans, Strategies and Cases;
- Requirements Analysis documents;
- Requirements Management Plans;
- Presentations for project stakeholders and senior management;
- Business Process Diagrams;
- Other requirements Documentation according to CBSA's set of best practices, standards and methodologies;

Other common deliverables may include, but will not be limited to the following:

- Written and verbal advice;
- Knowledge transfer;
- Issues papers/Briefing Notes;
- Presentation decks and materials;
- Meeting facilitation and reports (e.g. monthly progress reports);
- Guides, manuals, reports to be disseminated to various stakeholders as required;
- Meeting agendas, schedules and minutes;
- Activity reports;
- Conversation notes, design documentation, change management documentation, site inspection reports and other work requested under the Task Authorization.

Deliverables must be submitted in hard and soft copies in the appropriate formats (e.g. MS Office Suite applications) as identified in the TA. All electronic deliverables must comply with departmental software standards, currently MS Office Suite latest version. Deliverables must adhere to CBSA's requirements frameworks, processes and templates as applicable. Where required, CBSA will provide the Contractor with the required forms and templates to meet these standards.

All documents developed and/or updated by each of the Contractor's resources must be provided to the Project Authority for review, approval, and signatures (as required).

### 7.0 CLIENT SUPPORT

The client will provide all documentation and information necessary for the Work.

### 8.0 LANGUAGE REQUIREMENTS

While proposed resources must be fluent in English, there may be a requirement for specific resources to be fluent in both official languages, which will be specified in the TA.

### 9.0 WORK LOCATION

The contractor must be willing and able to accept a flexible work arrangement, which may include any or all of the following:

- Shared cubicles when working on-site within the National Capital Region (NCR)
- Use of collaborative work spaces
- Working remotely off-site

CBSA will provide, subject to security requirements, and only to the specified resource personnel, access to identified database or applications residing on CBSA computers or networks for the sole purpose of executing tasks associated with this Contract. CBSA, at its sole discretion, will identify the nature and characteristics of such access.

### 10.0 TRAVEL

No travel related expenses or living expenses will be provided for travel to or from CBSA offices or sites within the NCR. The Contractor resources may

# TASK AUTHORIZATION FORM

## FORMULAIRE D'AUTORISATION DE TÂCHES

be required to visit facilities site locations and construction sites outside the NCR.

### Period of Services / Période de service:

Initial Start Date / Date de début initiale :

March 1, 2021

Initial End Date / Date de fin initiale :

March 31, 2023

Extended End Date (See Reason for the Amendment) / Date de fin prolongée (voir Raison pour la modification) :

☐ Option To Extend Initial End Date / Option pour prolonger la date de fin initiale

Travel Requirement(s) / Exigence(s) de voyage :

N/A

Work Location(s) / Lieu(x) de travail :

Within the National Capital Region

### PART 2 (completed by the Contractor and/or the Technical/Project Authority) / PARTIE 2 (complété par le Contracteur et/ou le Responsable technique / Chargé du projet)

#### A. Contractor Resource(s) / Ressource(s) du Contracteur

Note: once approved, only the following resources may provide services under this TA. / Nota : une fois approuvée, seules les ressources suivantes peuvent fournir des services sous la présente AT.

Name / Nom	Category / Catégorie	Level / Niveau	Linguistic Profile / Profile linguistique	Level of Security / Niveau de sécurité	PWGSC Security File No. / N° du dossier de sécurité TPSGC
	Business Analyst	3	English / Anglais	Secret	

+

-

#### B. Estimated Cost / Coût estimatif

Category / Catégorie		Level / Niveau	Per Diem Rate / Taux journalier	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Total Cost / Coût estimatif
+	Business Analyst	3			\$300,000.00
-					
Estimated Cost / Coût estimatif					\$300,000.00
Total Estimated Travel and Living Cost / Coût total estimatif de voyage et de vie					\$0.00
Taxe % applied / % de taxes appliquées	14.975		Applicable Taxes / Taxes applicables		\$44,925.00
Total Estimated Cost / Coût total estimatif					\$344,925.00

### PART 3 - TA APPROVAL BY CANADA / PARTIE 3 - APPROBATION DE L'AT PAR LE CANADA



Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

# TASK AUTHORIZATION FORM FORMULAIRE D'AUTORISATION DE TÂCHES

By signing this TA, the authorized client authority and/or the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the Contract

The client's authorization limit is . When the value of a TA and its amendments (including GST/HST) is in excess of this limit, the TA must be signed by the authorized client and forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et/ou l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT est conforme aux conditions du contrat.

La limite d'autorisation du client est . Lorsque la valeur de l'AT et ses modifications (incluant la TPS/TVH) dépasse cette limite, l'AT doit être signée par le client autorisé et transmise à l'autorité contractante de TPSGC pour autorisation.

Name of Authorized Client / Nom du client autorisé Date

NEWBURY RUSSELL Digitally signed by NEWBURY RUSSELL  
Date: 2021.02.25 13:13:38 -05'00'

Signature

Name of Contracting Authority / Nom de l'autorité contractante

Cornelisse, Alexander Digitally signed by: Cornelisse, Alexander  
DN: CN = Cornelisse, Alexander C = CA O =  
GC OU = PWGSC-TPSGC  
Date: 2021.02.25 15:53:17 -05'00'

Signature

## PART 4 - CONTRACTOR SIGNATURE / PARTIE 4 - SIGNATURE DU CONTRACTEUR

DONALD R. POWELL, PRÉSIDENT

Name and Title of individual authorized to sign on behalf of the Contractor / Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Donald R. Powell

Signature

Feb 24, 2021

Date



# TASK AUTHORIZATION FORM FORMULAIRE D'AUTORISATION DE TÂCHES

## PART 1 (completed by the Technical/Project Authority) / PARTIE 1 (complété par le Responsable technique / Chargé du projet)

### A. General Information / Informations générales

Contract Number / Numéro du contrat :	47419-226879-001			
Contractor Name / Nom du Contracteur :	TPG			
Task Authorization (TA) No. / N° de l'autorisation de tâches (AT) :	Commitment No. / N° de l'engagement :	Financial Coding / Code financier :	Date of Issuance / Date d'émission :	Response required by / Réponse requise par :
2021002674	1000355972	181381010-2001-1044	March 9, 2021	March 11, 2021

### B. For Amendments Only / Aux fins de modification seulement

Amendment No. / N° de la modification :	
Reason for the Amendment / Raison pour la modification :	

### C. TA Requirements / Exigences relatives à l'AT

Required Resource(s) / Ressource(s) requise(s)

Category / Catégorie	Level / Niveau	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Linguistic Profile / Profile linguistique	Required Level(s) of Security / Niveau(x) de sécurité requis
Project Scheduler	3		English / Anglais	Secret

Statement of Work (tasks, deliverables, reports, etc.) / Énoncé des travaux (tâches, livrables, rapports, etc.)

**STATEMENT OF WORK**

**1.0 TITLE**

P.10 – Project Scheduler, Level 3

**2.0 OBJECTIVE**

The Travellers Transformation Directorate has a requirement for a Senior Scheduler to develop and manage the project schedules and scope for projects within its portfolio.

**3.0 BACKGROUND**

The Canada Border Services Agency (CBSA) is responsible for providing integrated border services that support national security and public safety priorities and facilitate the free flow of persons and goods, including animals and plants that meet all requirements under its legislation.

The Travellers Branch (TB) leads the Agency's traveller business line and is responsible for all Agency functions related to the processing of people at the border. This includes program management, service delivery and Canada-wide transformation of services and programs that support travellers.

TTD is responsible for the planning, controlling, execution and support of traveller function projects and activities that enable organization-wide changes in business strategy, processes, tools and culture to be enacted over a period of time. TTD supports the Vice-President, Travellers Branch in his role as sponsor for transformation projects within the traveller function to meet the requirements of Treasury Board's project management policies and directives through applying, providing guidance on, and ensuring the consistent use of Project Management Framework standards and practices.



# TASK AUTHORIZATION FORM

## FORMULAIRE D'AUTORISATION DE TÂCHES

TTD is also responsible for intake and prioritization through the definition and management of change activities (transformational and incremental), the integration of specific changes within the larger business transformation plan and vision, and the staging of delivery to realize benefits as early as possible.

The ultimate goal is to bring industry best practices project and portfolio management expertise in-house to work with the directorate's resources to further advance corporate knowledge, glean lessons learned, educate and coach about portfolio & project management applications, and approaches that have been successful in other department and agencies.

### 4.0 SCOPE OF THE WORK

The contractor must provide project schedule development and maintenance services, guide and coach projects with respect to project schedule and scope management, and work closely with the Project Executive, Directors, Managers, Team Leads and other project managers to develop and update project schedules. Projects may be in any of the following stages: inception, identification, in the midst of work, or delivery.

### 5.0 TASKS

Tasks may include, but will not be limited to the following:

- Develop and maintain project schedules;
- Develop and maintain work breakdown structures;
- Develop schedule components that enable earned value assessments;
- Produce appropriate reports and identify scheduling and/or dependency issues;
- Conduct and provide critical path analysis; and
- Assist in schedule coordination efforts with internal and external project stakeholders.

Other common tasks may include, but will not be limited to the following:

- Plan and coordinate project management activities including planning/coordination/guidance and process aspects;
- Work with a variety of stakeholders, provide best practice advice/solutions for Traveller's Transformation projects;
- Provide documentation such as schedules, project management plans, and lessons learned;
- Formulate and manage project plans by defining deliverables, identifying and providing resources, identifying key milestones, reviewing project progress against milestones, and engaging ongoing risk management;
- Provide monthly project progress reports;
- Coach, and mentor teams' members and users on best practices and provide knowledge transfer.
- Contribute at stakeholder meetings and apply established scope, schedule, and earned value management processes; and
- Work with project teams and other stakeholders, manage the IM/IT requirements on projects.

### 6.0 DELIVERABLES

Deliverables may include, but will not be limited to the following:

- Project management plans and project documentation such as Treasury Board submissions, Memoranda to Cabinet, project schedules, lessons learned, project dashboards, progress reports, deficiency reports, project forecasts, and road maps;
- Business cases and business planning, including risk planning and risk analysis;
- Tracking against plans – including level of effort and resource estimation as part of business planning;
- Trend analyses;
- Business process models;
- Work breakdown structures;
- Critical path analysis;
- Standard operating procedures, user training materials and guides;
- Resourcing strategies.

Other common deliverables may include, but will not be limited to the following:

- Written and verbal advice;
- Knowledge transfer;
- Issues papers/Briefing Notes;
- Presentation decks and materials;
- Meeting facilitation and reports (e.g. monthly progress reports);
- Guides, manuals, reports to be disseminated to various stakeholders as required;





# TASK AUTHORIZATION FORM FORMULAIRE D'AUTORISATION DE TÂCHES

- Meeting agendas, schedules and minutes;
- Synthesis report of facilitated meetings;
- Activity reports;
- Conversation notes, design documentation, change management documentation, site inspection reports and other work requested under the Task Authorization.

Deliverables must be submitted in hard and soft copies in the appropriate formats (e.g. MS Project or MS Office Suite applications) as identified in the TA. All electronic deliverables must comply with departmental software standards, currently MS Office Suite latest version. Where required, CBSA will provide the Contractor with the required forms and templates to meet these standards.

All documents developed and/or updated by each of the Contractor's resources must be provided to the Project Authority for review, approval, and signatures (as required).

## 7.0 CLIENT SUPPORT

The client will provide all documentation and information necessary for the Work.

## 8.0 LANGUAGE REQUIREMENTS

While proposed resources must be fluent in English, there may be a requirement for specific resources to be fluent in both official languages, which will be specified in the TA.

## 9.0 WORK LOCATION

The contractor must be willing and able to accept a flexible work arrangement, which may include any or all of the following:

- Shared cubicles when working on-site within the National Capital Region (NCR)
- Use of collaborative work spaces
- Working remotely off-site

CBSA will provide, subject to security requirements, and only to the specified resource personnel, access to identified database or applications residing on CBSA computers or networks for the sole purpose of executing tasks associated with this Contract. CBSA, at its sole discretion, will identify the nature and characteristics of such access.

## 10.0 TRAVEL

No travel related expenses or living expenses will be provided for travel to or from CBSA offices or sites within the NCR. The Contractor resources may be required to visit facilities site locations and construction sites outside the NCR.

### Period of Services / Période de service:

Initial Start Date / Date de début initiale :

March 29, 2021

Initial End Date / Date de fin initiale :

March 31, 2022

Extended End Date (See Reason for the Amendment) / Date de fin prolongée (voir Raison pour la modification) :

☐ Option To Extend Initial End Date / Option pour prolonger la date de fin initiale

Travel Requirement(s) / Exigence(s) de voyage :

Work Location(s) / Lieu(x) de travail :

### PART 2 (completed by the Contractor and/or the Technical/Project Authority) / PARTIE 2 (complété par le Contracteur et/ou le Responsable technique / Chargé du projet)

#### A. Contractor Resource(s) / Ressource(s) du Contracteur

Note: once approved, only the following resources may provide services under this TA. / Nota : une fois approuvée, seules les ressources suivantes peuvent fournir des services sous la présente AT.



## TASK AUTHORIZATION FORM FORMULAIRE D'AUTORISATION DE TÂCHES

Name / Nom	Category / Catégorie	Level / Niveau	Linguistic Profile / Profil linguistique	Level of Security / Niveau de sécurité	PWGSC Security File No. / N° du dossier de sécurité TPSGC	
	Project Scheduler	3	English / Anglais	Secret		+ -

### B. Estimated Cost / Coût estimatif

Category / Catégorie	Level / Niveau	Per Diem Rate / Taux journalier	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Total Cost / Coût estimatif
+ - Project Scheduler	3			\$134,000.00
Estimated Cost / Coût estimatif				\$134,000.00
Total Estimated Travel and Living Cost / Coût total estimatif de voyage et de vie				\$0.00
Tax % applied / % de taxes appliquées	14.975	Applicable Taxes / Taxes applicables		\$20,066.50
Total Estimated Cost / Coût total estimatif				\$154,066.50

### PART 3 - TA APPROVAL BY CANADA / PARTIE 3 - APPROBATION DE L'AT PAR LE CANADA

By signing this TA, the authorized client authority and/or the PWGSC Contracting Authority certifies that the content of this TA is in accordance with the conditions of the Contract.

The client's authorization limit is . When the value of a TA and its amendments (including GST/HST) is in excess of this limit, the TA must be signed by the authorized client and forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et/ou l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT est conforme aux conditions du contrat.

La limite d'autorisation du client est . Lorsque la valeur de l'AT et ses modifications (incluant la TPS/HST) dépasse cette limite, l'AT doit être signée par le client autorisé et transmise à l'autorité contractante de TPSGC pour autorisation.

Name of Authorized Client / Nom du client autorisé Date

Signature **NEWBURY RUSSELL** Digitally signed by NEWBURY RUSSELL  
Date: 2021.03.16 16:00:40 -04'00'

Stephen Alexander March 9, 2021  
Name of Contracting Authority / Nom de l'autorité contractante Date

Signature **ALEXANDER STEPHEN** Digitally signed by ALEXANDER STEPHEN  
Date: 2021.03.09 11:00:15 -05'00'

### PART 4 - CONTRACTOR SIGNATURE / PARTIE 4 - SIGNATURE DU CONTRACTEUR

**DONALD R. POWELL, PRESIDENT**  
Name and Title of individual authorized to sign on behalf of the Contractor / Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

**Donald R. Powell** Mar. 16, 2021  
Signature Date



Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

# TASK AUTHORIZATION FORM FORMULAIRE D'AUTORISATION DE TÂCHES

## PART 1 (completed by the Technical/Project Authority) / PARTIE 1 (complétée par le Responsable technique / Chargé du projet)

### A. General Information / Informations générales

Contract Number / Numéro du contrat : 47419-226879/002/EL				
Contractor Name / Nom du Contracteur : ADGA Group Consultants Inc.				
Task Authorization (TA) No. / N° de l'autorisation de tâches (AT) :	Commitment No. / N° de l'engagement :	Financial Coding / Code financier :	Date of Issuance / Date d'émission :	Response required by / Réponse requise par :
2021002709	1000355982	1813820000, C0000562101	Mar 16, 2021	Mar 16, 2021

### B. For Amendments Only / Aux fins de modification seulement

Amendment No. / N° de la modification :	
Reason for the Amendment / Raison pour la modification :	

### C. TA Requirements / Exigences relatives à l'AT

Required Resource(s) / Ressource(s) requise(s)

Category / Catégorie	Level / Niveau	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Linguistic Profile / Profil linguistique	Required Level(s) of Security / Niveau(x) de sécurité requis
Project Manager	3		English / Anglais	Secret

Statement of Work (tasks, deliverables, reports, etc.) / Énoncé des travaux (tâches, livrables, rapports, etc.)

As per the attached SOW.
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### Period of Services / Période de service:

Initial Start Date / Date de début initiale :	Mar 22, 2021	Initial End Date / Date de fin initiale :	Mar 31, 2023
Extended End Date (See Reason for the Amendment) / Date de fin prolongée (voir Raison pour la modification) :			
<input type="checkbox"/> Option To Extend Initial End Date / Option pour prolonger la date de fin initiale			
Travel Requirement(s) / Exigence(s) de voyage :	N/A		
Work Location(s) / Lieu(x) de travail :	Within the National Capital Region (NCR)		

## PART 2 (completed by the Contractor and/or the Technical/Project Authority) / PARTIE 2 (complétée par le Contracteur et/ou le Responsable technique / Chargé du projet)

### A. Contractor Resource(s) / Ressource(s) du Contracteur

Note: once approved, only the following resources may provide services under this TA / Note: une fois approuvée, seules les ressources suivantes peuvent fournir des services sous la présente AT.



Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

# TASK AUTHORIZATION FORM

## FORMULAIRE D'AUTORISATION DE TÂCHES

Name / Nom	Category / Catégorie	Level / Niveau	Linguistic Profile / Profil linguistique	Level of Security / Niveau de sécurité	PWGSC Security File No. / N° du dossier de sécurité TPSGC
	Project Manager	3	English / Anglais	Secret	

### B. Estimated Cost / Coût estimatif

Category / Catégorie	Level / Niveau	Per Diem Rate / Taux journalier	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Total Cost / Coût estimatif
Project Manager	3			\$337,574.40
Estimated Cost / Coût estimatif				\$337,574.40
Total Estimated Travel and Living Cost / Coût total estimatif de voyage et de vie				\$0.00
Taxe % applied / % de taxes appliquées	14.975		Applicable Taxes / Taxes applicables	\$50,551.77
Total Estimated Cost / Coût total estimatif				\$388,126.17

### PART 3 - TA APPROVAL BY CANADA / PARTIE 3 - APPROBATION DE L'AT PAR LE CANADA

By signing this TA, the authorized client authority and/or the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the Contract.

The client's authorization limit is \$300,000.00. When the value of a TA and its amendments (including GST/HST) is in excess of this limit, the TA must be signed by the authorized client and forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et/ou l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT est conforme aux conditions du contrat.

La limite d'autorisation du client est \$300,000.00. Lorsque la valeur de l'AT et ses modifications (incluant la TPS/TVH) dépasse cette limite, l'AT doit être signée par le client autorisé et transmise à l'autorité contractante de TPSGC pour autorisation.

Name of Authorized Client / Nom du client autorisé \_\_\_\_\_ Date \_\_\_\_\_

**NEWBURY RUSSELL**  
Signature  
Digitally signed by NEWBURY RUSSELL  
Date: 2021.03.18 15:30:20 -04'00'

Name of Contracting Authority / Nom de l'autorité contractante \_\_\_\_\_ Date \_\_\_\_\_  
**Comelisse, Alexander**  
Digitally signed by: Comelisse, Alexander  
CN: CN = Comelisse, Alexander C = CA O = GC OU = PWGSC-TPSGC  
Date: 2021.03.23 10:00:55 -04'00'

Signature

### PART 4 - CONTRACTOR SIGNATURE / PARTIE 4 - SIGNATURE DU CONTRACTEUR

**Deena Mohammed** Contract Administrator

Name and Title of individual authorized to sign on behalf of the Contractor / Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

DocuSigned by:  
**Deena Mohammed**  
Signature  
10B07C8899F44A0...  
Date: 3/16/2021



# STATEMENT OF WORK

## 1.0 TITLE

P.9 – Project Manager, Level 3

## 2.0 OBJECTIVE

The Canada Border Services Agency (CBSA) requires a variety of Information Management (IM)/Information Technology (IT) professional services resources with knowledge and experience supporting and assisting with Government of Canada business application, infrastructure and systems projects.

The purpose of these services is to augment capacity in the planning and execution of departmental IM/IT initiatives managed by the Information, Science and Technology Branch and the Traveller's Branch supporting the Traveller's Program, on an as and when required basis.

IM/IT expertise and support services are required to provide expert level advice and thought leadership in specific technologies, processes, applications, and integrated programs interdepartmentally and with other stakeholders accountable for IM/IT initiatives. This includes, but is not limited to, implementation suggestions, identification of road maps for way forward, expertise/guidance on evolving technologies/mandates and risk initiatives, and IM/IT professional services on critical business application, infrastructure and systems on an as and when required basis. This will ensure a third party independent view required to provide feedback, monitoring and expertise/recommendations to ensure the technology component of projects progresses as required.

## 3.0 BACKGROUND

CBSA is responsible for providing integrated services supporting national security and public safety priorities while facilitating the free flow of people and goods. CBSA manages this priority through its design, development, implementation and ongoing support of IM/IT tools and systems at the Agency, while maintaining the integrity and availability of all technology infrastructures and applications. The Information, Science and Technology Branch (ISTB) provides technology leadership of corporate business applications and IT programs at CBSA. ISTB provides delivery of technology products, applications and services to meet business needs while investing in modern IT infrastructure to maintain, build on and innovate current and future IM/IT Agency initiatives. The Traveller's Branch provides program, policy and project management oversight on the Traveller's Programs and its supporting IT projects.

The Travellers Program currently leverages more than 40 IT assets, many of which are mission critical systems, and allow the Agency to manage the flow of people at border entry points. The program includes major projects with Treasury Board oversight.

The key to successful project implementation is adherence to effective delivery principles and active communication. Working with various partners, such as Shared Services Canada (SSC), CBSA ensures all required IM/IT initiatives are strategically aligned with operational requirements and are delivered on



time, on budget and in accordance with project objectives. CBSA is seeking IM/IT professional services on an as and when required basis to provide critical key support for these initiatives.

## 4.0 SCOPE OF THE WORK

The contractor must provide project management guidance as it relates to project management best practices and must develop, coordinate, collaborate and prepare project briefings, dashboards, presentations and other project documentation on an as and when required basis in the National Capital Region (NCR) as initiated through Task Authorizations for the Travellers Project Portfolio A Division – “Insight Through Data” projects. Projects may be in any of the following stages: inception, identification, in the midst of work, or delivery.

## 5.0 TASKS

Tasks may include, but will not be limited to the following:

- Gathering input from internal and external project stakeholders and working closely with the project scheduler to update the schedule using Excel and MS Project;
- Developing and preparing project dashboards on a monthly basis with guidance from the Lead Project Manager, Project Director, Project Executives and with the input from other project managers;
- Preparing and coordinating bi-weekly and/or monthly project governance meeting materials (agendas, project gate presentations) and records of decision with guidance from the Project Manager and Lead Project Director;
- Producing presentations or other documents that facilitate the briefing of senior management as it relates to project status (schedule, cost, scope, issues and risks) with guidance from the Lead Project Manager, Project Director and with input from other project managers;
- Preparing project management plans with guidance from the Lead Project Manager, Project Director and with the input from other project managers;
- Reviewing and providing feedback on project documents and artefacts as requested;
- Analyze and report progress of the project on an ongoing basis and at scheduled points in the project life cycle;
- Meet with stakeholders and other project managers to identify risks and issues as well as determine recommended solutions or mitigation measures; and,
- Actively participate in the management of change, scope, risk, issue and schedule management, providing guidance and recommendations to the Lead Project Manager and Project Director as required.



## 6.0 DELIVERABLES

Deliverables may include, but will not be limited to the following:

- Project schedules and roadmaps;
- Work breakdown structures;
- Project status reports;
- Project dashboards;
- Project management plans;
- Project risk and issues logs;
- Meeting materials and Records of Decision;
- Project presentations;
- Project briefing materials;
- Project lessons learned and reviews;
- Trend analyses;
- Critical path analysis;
- Written and verbal advice;
- Issue papers and briefing notes;
- Process diagrams;
- Knowledge transfer

Deliverables must be submitted in hard and soft copies in the appropriate formats (e.g. MS Project or MS Office Suite applications) as identified in the TA. All electronic deliverables must comply with departmental software standards, currently MS Office Suite latest version. Deliverables must adhere to CBSA's Project Management Framework, processes and templates as applicable. Where required, CBSA will provide the Contractor with the required forms and templates to meet these standards.

All documents developed and/or updated by each of the Contractor's resources must be provided to the Project Authority for review, approval, and signatures (as required).

## 7.0 CLIENT SUPPORT

The client will provide all documentation and information necessary for the Work.

## 8.0 LANGUAGE REQUIREMENTS

While proposed resources must be fluent in English, there may be a requirement for specific resources to be fluent in both official languages, which will be specified in the TA.

## 9.0 WORK LOCATION

The contractor must be willing and able to accept a flexible work arrangement, which may include any or all of the following:



- Shared cubicles when working on-site within the National Capital Region (NCR)
- Use of collaborative work spaces
- Working remotely off-site

CBSA will provide, subject to security requirements, and only to the specified resource personnel, access to identified database or applications residing on CBSA computers or networks for the sole purpose of executing tasks associated with this Contract. CBSA, at its sole discretion, will identify the nature and characteristics of such access.

## **10.0 TRAVEL**

No travel related expenses or living expenses will be provided for travel to or from CBSA offices or sites within the NCR. The Contractor resources may be required to visit facilities site locations and construction sites outside the NCR.





# TASK AUTHORIZATION FORM FORMULAIRE D'AUTORISATION DE TÂCHES

## PART 1 (completed by the Technical/Project Authority) / PARTIE 1 (complété par le Responsable technique / Chargé du projet)

### A. General Information / Informations générales

Contract Number / Numéro du contrat : 47419-226879-001

Contractor Name / Nom du Contracteur : TPG

Task Authorization (TA) No. / N° de l'autorisation de tâches (AT) : 2021002936	Commitment No. / N° de l'engagement : 1000355811	Financial Coding / Code financier : 1813-820-00 2001 - 10400	Date of Issuance / Date d'émission : March 30, 2021	Response required by / Réponse requise par : March 31, 2021
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### B. For Amendments Only / Aux fins de modification seulement

Amendment No. / N° de la modification :

Reason for the Amendment / Raison pour la modification :

### C. TA Requirements / Exigences relatives à l'AT

Required Resource(s) / Ressource(s) requise(s)

Category / Catégorie	Level / Niveau	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Linguistic Profile / Profile linguistique	Required Level(s) of Security / Niveau(x) de sécurité requis	
Project Manager	2		English / Anglais	Secret	<div>+ -</div>

Statement of Work (tasks, deliverables, reports, etc.) / Énoncé des travaux (tâches, livrables, rapports, etc.)

#### STATEMENT OF WORK

##### 1.0 TITLE

P.9 – Project Manager, Level 2

##### 2.0 OBJECTIVE

The Canada Border Services Agency (CBSA) requires a variety of Information Management (IM)/Information Technology (IT) professional services resources with knowledge and experience supporting and assisting with Government of Canada business application, infrastructure and systems projects.

The purpose of these services is to augment capacity in the planning and execution of departmental IM/IT initiatives managed by the Information, Science and Technology Branch and the Traveller's Branch supporting the Traveller's Program, on an as and when required basis.

IM/IT expertise and support services are required to provide expert level advice and thought leadership in specific technologies, processes, applications, and integrated programs interdepartmentally and with other stakeholders accountable for IM/IT initiatives. This includes, but is not limited to, implementation suggestions, identification of road maps for way forward, expertise/guidance on evolving technologies/mandates and risk initiatives, and IM/IT professional services on critical business application, infrastructure and systems on an as and when required basis. This will ensure a third party independent view required to provide feedback, monitoring and expertise/recommendations to ensure the technology component of projects progresses as required.

##### 3.0 BACKGROUND



# TASK AUTHORIZATION FORM

## FORMULAIRE D'AUTORISATION DE TÂCHES

CBSA is responsible for providing integrated services supporting national security and public safety priorities while facilitating the free flow of people and goods. CBSA manages this priority through its design, development, implementation and ongoing support of IM/IT tools and systems at the Agency, while maintaining the integrity and availability of all technology infrastructures and applications. The Information, Science and Technology Branch (ISTB) provides technology leadership of corporate business applications and IT programs at CBSA. ISTB provides delivery of technology products, applications and services to meet business needs while investing in modern IT infrastructure to maintain, build on and innovate current and future IM/IT Agency initiatives. The Traveller's Branch provides program, policy and project management oversight on the Traveller's Programs and its supporting IT projects.

The Travellers Program currently leverages more than 40 IT assets, many of which are mission critical systems, and allow the Agency to manage the flow of people at border entry points. The program includes major projects with Treasury Board oversight.

The key to successful project implementation is adherence to effective delivery principles and active communication. Working with various partners, such as Shared Services Canada (SSC), CBSA ensures all required IM/IT initiatives are strategically aligned with operational requirements and are delivered on time, on budget and in accordance with project objectives. CBSA is seeking IM/IT professional services on an as and when required basis to provide critical key support for these initiatives.

### 4.0 SCOPE OF THE WORK

The contractor must provide project management guidance as it relates to project management best practices and must develop, coordinate, collaborate and prepare project briefings, dashboards, presentations and other project documentation on an as and when required basis in the National Capital Region (NCR) as initiated through Task Authorizations for the Travellers Project Portfolio A Division – "Insight Through Data" projects. Projects may be in any of the following stages: inception, identification, in the midst of work, or delivery.

### 5.0 TASKS

Tasks may include, but will not be limited to the following:

- Gathering input from internal project stakeholders and working closely with the project scheduler to update the schedule using Excel and MS Project;
- Developing and preparing project dashboards on a monthly basis with guidance from the Lead Project Manager, Project Director, Project Executives and with the input from other project managers;
- Preparing and coordinating monthly project governance meeting materials (agendas, project gate presentations) and records of decision with guidance from the Project Manager and Lead Project Director;
- Producing presentations or other documents that facilitate the briefing of senior management as it relates to project status (schedule, cost, scope, issues and risks) with guidance from the Lead Project Manager, Project Director and with input from other project managers;
- Reviewing and providing feedback on project documents and artefacts as requested;
- Analyze and report progress of the project on an ongoing basis and at scheduled points in the project life cycle;
- Meet with stakeholders and other project managers to identify risks and issues as well as determine recommended solutions or mitigation measures; and,
- Actively participate in the management of change, scope, risk, issue and schedule management, providing guidance and recommendations to the Lead Project Manager and Project Director as required.

### 6.0 DELIVERABLES

Deliverables may include, but will not be limited to the following:

- Project schedules and roadmaps;
- Work breakdown structures;
- Project status reports;
- Project dashboards;
- Project management plans;
- Project risk and issues logs;
- Meeting materials and Records of Decision;
- Project presentations;



# TASK AUTHORIZATION FORM FORMULAIRE D'AUTORISATION DE TÂCHES

- Project briefing materials;
- Project lessons learned and reviews;
- Trend analyses;
- Written and verbal advice;
- Process diagrams;
- Knowledge transfer

Deliverables must be submitted in hard and soft copies in the appropriate formats (e.g. MS Project or MS Office Suite applications) as identified in the TA. All electronic deliverables must comply with departmental software standards, currently MS Office Suite latest version. Deliverables must adhere to CBSA's Project Management Framework, processes and templates as applicable. Where required, CBSA will provide the Contractor with the required forms and templates to meet these standards.

All documents developed and/or updated by each of the Contractor's resources must be provided to the Project Authority for review, approval, and signatures (as required).

## 7.0 CLIENT SUPPORT

The client will provide all documentation and information necessary for the Work.

## 8.0 LANGUAGE REQUIREMENTS

While proposed resources must be fluent in English, there may be a requirement for specific resources to be fluent in both official languages, which will be specified in the TA.

## 9.0 WORK LOCATION

The contractor must be willing and able to accept a flexible work arrangement, which may include any or all of the following:

- Shared cubicles when working on-site within the National Capital Region (NCR)
- Use of collaborative work spaces
- Working remotely off-site

CBSA will provide, subject to security requirements, and only to the specified resource personnel, access to identified database or applications residing on CBSA computers or networks for the sole purpose of executing tasks associated with this Contract. CBSA, at its sole discretion, will identify the nature and characteristics of such access.

## 10.0 TRAVEL

No travel related expenses or living expenses will be provided for travel to or from CBSA offices or sites within the NCR. The Contractor resources may be required to visit facilities site locations and construction sites outside the NCR.

### Period of Services / Période de service:

Initial Start Date / Date de début initiale :

March 1, 2021 April 1, 2021

Initial End Date / Date de fin initiale :

March 31, 2023

Extended End Date (See Reason for the Amendment) / Date de fin prolongée (voir Raison pour la modification) :

☐ Option To Extend Initial End Date / Option pour prolonger la date de fin initiale

Travel Requirement(s) / Exigence(s) de voyage :

N/A

Work Location(s) / Lieu(x) de travail :

Within the National Capital Region

## PART 2 (completed by the Contractor and/or the Technical/Project Authority) / PARTIE 2 (complété par le Contracteur et/ou le Responsable technique / Chargé du projet)

### A. Contractor Resource(s) / Ressource(s) du Contracteur

Note: once approved, only the following resources may provide services under this TA. / Note: une fois approuvée, seules les ressources suivantes peuvent fournir des services sous la présente AT.



## TASK AUTHORIZATION FORM FORMULAIRE D'AUTORISATION DE TÂCHES

Name / Nom	Category / Catégorie	Level / Niveau	Linguistic Profile / Profil linguistique	Level of Security / Niveau de sécurité	PWGSC Security File No. / N° du dossier de sécurité TPSGC	
	Project Manager	2	English / Anglais	Secret		<div>+ -</div>

### B. Estimated Cost / Coût estimatif

Category / Catégorie		Level / Niveau	Per Diem Rate / Taux journalier	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Total Cost / Coût estimatif
<div>+ -</div>	Project Manager	2			\$268,800.00
			Estimated Cost / Coût estimatif		\$268,800.00
Total Estimated Travel and Living Cost / Coût total estimatif de voyage et de vie					\$0.00
Taxe % applied / % de taxes appliquées	14.975		Applicable Taxes / Taxes applicables		\$40,252.80
Total Estimated Cost / Coût total estimatif					\$309,052.80

### PART 3 - TA APPROVAL BY CANADA / PARTIE 3 - APPROBATION DE L'AT PAR LE CANADA

By signing this TA, the authorized client authority and/or the PWGSC Contracting Authority certifies that the content of this TA is in accordance with the conditions of the Contract

En apposant sa signature sur l'AT, le client autorisé et/ou l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT est conforme aux conditions du contrat.

The client's authorization limit is . When the value of a TA and its amendments (including GST/HST) is in excess of this limit, the TA must be signed by the authorized client and forwarded to the PWGSC Contracting Authority for authorization.

La limite d'autorisation du client est . Lorsque la valeur de l'AT et ses modifications (incluant la TPS/TVH) dépasse cette limite, l'AT doit être signée par le client autorisé et transmise à l'autorité contractante de TPSGC pour autorisation.

Name of Authorized Client / Nom du client autorisé \_\_\_\_\_ Date \_\_\_\_\_

Name of Contracting Authority / Nom de l'autorité contractante \_\_\_\_\_ Date \_\_\_\_\_

**NEWBURY RUSSELL** Digitally signed by NEWBURY RUSSELL  
Date: 2021.04.07 12:29:43 -04'00'

Signature

Signature

### PART 4 - CONTRACTOR SIGNATURE / PARTIE 4 - SIGNATURE DU CONTRACTEUR

**DONALD R. POWELL PRESIDENT**

Name and Title of individual authorized to sign on behalf of the Contractor / Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

**Donald R. Powell**

Signature

**April 7, 2021**

Date

# TASK AUTHORIZATION FORM

## FORMULAIRE D'AUTORISATION DE TÂCHES

**PART 1** (completed by the Technical/Project Authority) / **PARTIE 1** (complété par le Responsable technique / Chargé du projet)

### A. General Information / Informations générales

Contract Number / Numéro du contrat : 47419-226879-005				
Contractor Name / Nom du Contracteur : CORADIX Technology Consulting Ltd.				
Task Authorization (TA) No. / N° de l'autorisation de tâches (AT) : 2022000090	Commitment No. / N° de l'engagement : 1000357057	Financial Coding / Code financier : 1950-500-30, 2001, 30700	Date of Issuance / Date d'émission : April 20, 2021	Response required by / Réponse requise par : April 21, 2021

### B. For Amendments Only / Aux fins de modification seulement

Amendment No. / N° de la modification :	
Reason for the Amendment / Raison pour la modification :	

### C. TA Requirements / Exigences relatives à l'AT

Required Resource(s) / Ressource(s) requise(s)

Category / Catégorie	Level / Niveau	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Linguistic Profile / Profile linguistique	Required Level(s) of Security / Niveau(x) de sécurité requis
Systems Analyst	3		English / Anglais	Secret

Statement of Work (tasks, deliverables, reports, etc.) / Énoncé des travaux (tâches, livrables, rapports, etc.)

**STATEMENT OF WORK**

**1.0 TITLE**

A.8 – System Analyst, Level 3

**2.0 OBJECTIVE**

The Canada Border Services Agency (CBSA) requires a variety of Information Management (IM)/Information Technology (IT) professional services resources with knowledge and experience supporting and assisting with Government of Canada business application, infrastructure and systems projects.

The purpose of these services is to augment capacity in the planning and execution of departmental IM/IT initiatives managed by the Information, Science and Technology Branch and the Traveller's Branch supporting the Traveller's Program, on an as and when required basis.

IM/IT expertise and support services are required to provide expert level advice and thought leadership in specific technologies, processes, applications, and integrated programs interdepartmentally and with other stakeholders accountable for IM/IT initiatives. This includes, but is not limited to, implementation suggestions, identification of road maps for way forward, expertise/guidance on evolving technologies/mandates and risk initiatives, and IM/IT professional services on critical business application, infrastructure and systems on an as and when required basis. This will ensure a third party independent view required to provide feedback, monitoring and expertise/recommendations to ensure the technology component of projects progresses as required.

**3.0 BACKGROUND**



# TASK AUTHORIZATION FORM

## FORMULAIRE D'AUTORISATION DE TÂCHES

CBSA is responsible for providing integrated services supporting national security and public safety priorities while facilitating the free flow of people and goods. CBSA manages this priority through its design, development, implementation and ongoing support of IM/IT tools and systems at the Agency, while maintaining the integrity and availability of all technology infrastructures and applications.

The Information, Science and Technology Branch (ISTB) provides technology leadership of corporate business applications and IT programs at CBSA. ISTB provides delivery of technology products, applications and services to meet business needs while investing in modern IT infrastructure to maintain, build on and innovate current and future IM/IT Agency initiatives. The Traveller's Branch provides program, policy and project management oversight on the Traveller's Programs and its supporting IT projects.

Global migration patterns are changing with over 258 million people on the move worldwide, including 22.5 million refugees. Canada is increasingly being seen as a final destination for migrants. Canada received a historic high of over 50,000 asylum claims in 2017 and over 55,000 in 2018 which is causing a strain on resources at all levels of government. The unprecedented influx of asylum claims has challenged the integrity of Canada's asylum system, and risk undermining public confidence in the immigration system more broadly. At the same time, global events have changed the nature of threats to society. Criminals are increasingly more sophisticated and well-funded, including those who engage in document fraud to illegally move people across borders. Incidents of organized crime and terrorism around the world have shown the importance of identifying individuals who present a risk and preventing them from entering or staying in Canada.

The Budget 2019 allocations included \$39.4 million over three years for CBSA, starting in 2019-20 to automate the security screening process, and to streamline intake, prioritizing and triaging of cases to ensure they are hearing-ready, and to introduce a new case tracking model to enable more efficient processing of claims that are in the screening process. The Security Screening Automation initiative will allow screening results to be made available more quickly for low-risk claimants, thereby facilitating faster determination of those claims, while also providing the opportunity for more in-depth analysis of higher or unknown risk cases by CBSA security screening officers. Automation will ensure that security screening is completed in a timely manner and is completed before a hearing-ready file is referred to the Immigration Review Board. The Security Screening Automation is an IT enabled project with lots of moving parts. It will introduce new case management and automation applications to the CBSA as well as leverage cloud based advanced analytics services for automated risk assessment through the use of machine learning and artificial intelligence.

The Travellers Program currently leverages more than 40 IT assets, many of which are mission critical systems, and allow the Agency to manage the flow of people at border entry points. The program includes major projects with Treasury Board oversight.

The key to successful project implementation is adherence to effective delivery principles and active communication. Working with various partners, such as Shared Services Canada (SSC), CBSA ensures all required IM/IT initiatives are strategically aligned with operational requirements and are delivered on time, on budget and in accordance with project objectives. CBSA is seeking IM/IT professional services on an as and when required basis to provide critical key support for these initiatives.

#### 4.0 SCOPE OF THE WORK

The contractor must provide IM/IT professional services on an as and when required basis in the National Capital Region (NCR) as initiated through Task Authorizations. Projects may be in any of the following stages: inception, identification, in the midst of work, or delivery.

#### 5.0 TASKS

Tasks may include, but will not be limited to the following:

- Develop requirements, feasibility, costing, design, and specification documents for systems;
- Evaluating security screening business processes, anticipating requirements, uncovering areas for improvement
- Liaise with business analysts, end users, software vendors and programmers to achieve desired system outcomes.
- Leading ongoing reviews of CBSA and OGD business processes and developing optimization strategies
- Working closely with clients, other business analysts, developers and managerial staff and build strong relationships
- Serving as a liaison between stakeholders and users
- Providing leadership, and mentoring junior analysts
- Performing business requirements analysis
- Translate business requirements into systems design and specifications;
- Developing system use case and requirements
- Developing technical specification documents
- Ensuring solutions meet business needs and requirements
- Conducting meetings and presentations to share ideas and findings
- Effectively communicating the insights and plans to cross-functional team members and management
- Gathering critical information from meetings with various stakeholders and debriefing team members
- Monitoring deliverables and ensuring timely completion of projects
- Provide technical assistance in resolving problems as and when required;



# TASK AUTHORIZATION FORM

## FORMULAIRE D'AUTORISATION DE TÂCHES

- Work with Information Technology Infrastructure Library (ITIL) based processes (i.e. incident management, problem management, change management, release management, deployment management etc.) using an Enterprise Information Technology Service Management (EITSM) System;
- Develop or participate in the development of any other documents required to support the design and implementation of systems (e.g. system implementation plan, life cycle support plan,
- standard operating procedures, impact assessments, options analysis, request for change, system interface requirements, etc.).

Specialties with some or many of the following technologies may be required:

- HyperText Markup Language (HTML) 5
- MS SQL or IBM DB2
- Java Platform, Enterprise Edition (J2EE)
- Java
- JavaScript or JQuery
- Java Database connection (JDBC)
- Procedural Language (PL)/SQL
- Unix
- Extensible Markup Language (XML)
- MQ Services or IMS
- Web Services (SOAP and JSON)
- Cascading Style Sheets (CSS) 3
- HTTP basic access authentication
- WebSphere Application Server
- Service Oriented software development
- Micro-services software development
- Agile development methodology
- Spring

Other common tasks may include, but will not be limited to the following:

- Plan and coordinate IM/IT project management activities including planning/coordination/guidance and process aspects;
- Work with a variety of stakeholders, provide expert IM/IT best practice advice/solutions for Traveller's Program projects;
- Provide IM/IT documentation such as Statement of Requirements (SOR), project plans, feasibility reports, schedules, project management plans, risk management plans and lessons learned;
- Formulate and manage the IM/IT project plans by defining deliverables, identifying and providing resources, identifying key milestones, reviewing project progress against milestones, and engaging ongoing risk management;
- Develop and maintain systems for the management and control of IM/IT requirements on projects in a manner compatible with client standards and guidelines. This includes communications and consultations with various stakeholders in the process;
- Support the Project Authority to oversee IM/IT initiatives and on various IM/IT initiatives;
- Support the Project Authority to oversee the change management process for IM/IT requirements;
- Provide monthly project progress reports;
- Coach, and mentor teams' members and users on best practices and provide knowledge transfer.
- Conduct stakeholder meetings; and
- Work with project teams and other stakeholders, manage the IM/IT requirements on projects.

### 6.0 DELIVERABLES

Deliverables may include, but will not be limited to the following:

DELIVERABLES (List of expected deliverables to be produced or provided)

The Contractor will provide the following Deliverables: Due Date TBD by Technical Authority as needed

- \* Status reports – weekly activity updates : Weekly
- \* Project Plan and Tracking Report – report of all projects / tasks created and updated as requested. : Weekly (as required)
- \* Contribute to the development of the Business Requirements: Q1 to Q4 2021-22
- \* Provide consolidated feedback to the Business Requirements and Use Cases documents: Q1 to Q4 2021-22
- \* Functional decomposition diagrams: Q1 to Q4 2021-22
- \* Business and system requirements traceability maps: Q1 to Q4 2021-22
- \* Interface Control Documents for information exchange services with external partners including OGDs: Q1 to Q4 2021-22
- \* Business rules for automated risk derivation service: Q1 to Q4 2021-22





# TASK AUTHORIZATION FORM

## FORMULAIRE D'AUTORISATION DE TÂCHES

- \* Parts of the Architecture and Design Specification Documents: Q1 to Q4 2021-22
- \* Contribute to the development of the data entity model: Q1 to Q4 2021-22
- \* Canonical information model for information exchange services: Q1 to Q4 2021-22
- \* Contribute to the development of Master Test Plan: Q1 to Q4 2021-22
- \* Contribute to the development of Master Test Report: Q1 to Q4 2021-22
- \* Develop Error Glossary: Q1 to Q4 2021-22

Other common deliverables may include, but will not be limited to the following:

- Written and verbal advice; liaison between business and IT Dev teams on a weekly turnaround
- Knowledge transfer; including mentoring for junior analysts
- Issues papers/Briefing Notes; as required dependent on Risk Working Group meetings held bi-weekly
- Presentation decks and materials; for monthly meetings
- Meeting facilitation and reports;
- Meeting agendas, schedules and minutes; Working Group scheduled on bi-weekly basis
- reports to be disseminated to various stakeholders as required;
- Conversation notes, design documentation, change management documentation, and other work requested under the Task Authorization.

Deliverables must be submitted in hard and soft copies in the appropriate formats (e.g. MS Project or MS Office Suite applications) as identified in the TA. All electronic deliverables must comply with departmental software standards, currently MS Office Suite latest version. Where required, CBSA will provide the Contractor with the required forms and templates to meet these standards. Deliverable dates are subject to change in accordance with the approved project schedule.

All documents developed and/or updated by each of the Contractor's resources must be provided to the Project Authority for review, approval, and signatures (as required).

### 7.0 CLIENT SUPPORT

The client will provide all documentation and information necessary for the Work.

### 8.0 LANGUAGE REQUIREMENTS

While proposed resources must be fluent in English, there may be a requirement for specific resources to be fluent in both official languages, which will be specified in the TA.

### 9.0 WORK LOCATION

The contractor must be willing and able to accept a flexible work arrangement, which may include any or all of the following:

- Shared cubicles when working on-site within the National Capital Region (NCR)
- Use of collaborative work spaces
- Working remotely off-site

CBSA will provide, subject to security requirements, and only to the specified resource personnel, access to identified database or applications residing on CBSA computers or networks for the sole purpose of executing tasks associated with this Contract. CBSA, at its sole discretion, will identify the nature and characteristics of such access.

### 10.0 TRAVEL

No travel related expenses or living expenses will be provided for travel to or from CBSA offices or sites within the NCR.

### Period of Services / Période de service:

Initial Start Date / Date de début initiale :

~~Apr 19, 2021~~ April 22, 2021

Initial End Date / Date de fin initiale :

~~Apr 19, 2022~~ April 21, 2022



# TASK AUTHORIZATION FORM

## FORMULAIRE D'AUTORISATION DE TÂCHES

Extended End Date (See Reason for the Amendment) / Date de fin prolongée (voir Raison pour la modification) :

☐ Option To Extend Initial End Date / Option pour prolonger la date de fin initiale

Travel Requirement(s) / Exigence(s) de voyage :

N/A

Work Location(s) / Lieu(x) de travail :

Within the National Capital Region on CBSA premises

### PART 2 (completed by the Contractor and/or the Technical/Project Authority) / PARTIE 2 (complété par le Contracteur et/ou le Responsable technique / Chargé du projet)

#### A. Contractor Resource(s) / Ressource(s) du Contracteur

Note: once approved, only the following resources may provide services under this TA. / Nota : une fois approuvée, seules les ressources suivantes peuvent fournir des services sous la présente AT.

Name / Nom	Category / Catégorie	Level / Niveau	Linguistic Profile / Profile linguistique	Level of Security / Niveau de sécurité	PWGSC Security File No. / N° du dossier de sécurité TPSGC
	Systems Analyst	3	English / Anglais	Secret	

#### B. Estimated Cost / Coût estimatif

Category / Catégorie	Level / Niveau	Per Diem Rate / Taux journalier	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Total Cost / Coût estimatif
<div><div>+</div><div>-</div></div> Systems Analyst	3			\$170,640.00
			Estimated Cost / Coût estimatif	\$170,640.00
Total Estimated Travel and Living Cost / Coût total estimatif de voyage et de vie				\$0.00
Taxe % applied / % de taxes appliquées	14.975	Applicable Taxes / Taxes applicables		\$25,553.34
Total Estimated Cost / Coût total estimatif				\$196,193.34

### PART 3 - TA APPROVAL BY CANADA / PARTIE 3 - APPROBATION DE L'AT PAR LE CANADA



# TASK AUTHORIZATION FORM

## FORMULAIRE D'AUTORISATION DE TÂCHES

By signing this TA, the authorized client authority and/or the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the Contract.

The client's authorization limit is . When the value of a TA and its amendments (including GST/HST) is in excess of this limit, the TA must be signed by the authorized client and forwarded to the PWGSC Contracting Authority for authorization.

Name of Authorized Client / Nom du client autorisé  
**BELANGER**  
**KELLY**  
Signature

Digitally signed by BELANGER  
KELLY  
Date: 2021.04.20 15:09:46  
-04'00'

En apposant sa signature sur l'AT, le client autorisé et/ou l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT est conforme aux conditions du contrat.

La limite d'autorisation du client est . Lorsque la valeur de l'AT et ses modifications (incluant la TPS/TVH) dépasse cette limite, l'AT doit être signée par le client autorisé et transmise à l'autorité contractante de TPSGC pour autorisation.

**ALEXANDER**  
**STEPHEN**  
Signature

Digitally signed by  
**ALEXANDER STEPHEN**  
Date: 2021.04.23 15:04:17  
-04'00'

### PART 4 - CONTRACTOR SIGNATURE / PARTIE 4 - SIGNATURE DU CONTRACTEUR

**Cameron Muller**

Digitally signed by Cameron Muller  
DN: cn=Cameron Muller, o=ou, email=cameronm@coradix.com, c=CA  
Date: 2021.04.20 15:34:43 -04'00'

Name and Title of individual authorized to sign on behalf of the Contractor / Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date